

~~SECRET~~

CONFIDENTIAL

2 December 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

25X1

Director of Information Services

SUBJECT: OIS Weekly Report (24-30 November 1982)

25X1

Office of the Director of Information Services

Ambassador John Burke, Deputy Assistant Secretary, Classification/Declassification Center, Department of State, will visit the Agency on Thursday, 2 December, as the guest of the Director of Information Services. He will pay a courtesy call on the DDA and ADDA combined with continued discussions during lunch in the Executive Dining Room.

25X1

Classification Review Division

CRD was contacted by Mr. Irving Boker, GAO, concerning the status of our systematic classification review program under Executive Order 12356. He was told that the Agency had stopped its internal review program but continued to provide support to other agencies upon request when CIA or CIA-related material is found in their files. We estimate that this CRD support at \$60,000 a year will cost the Agency a total of \$360,000 by 1988. This new figure represents a \$10.64 million saving by 1988 over the original estimate for the full program under Executive Order 12065.

25X1

Material reviewed during this week consisted of two OSS documents (502 pages), 30 Foreign Relations of the United States series manuscripts (244 pages), two manuscripts (113 pages) for the Publications Review Board, and seven miscellaneous documents (1,584 pages).

25X1

Records Management Division

The Requirements and Evaluations Section of the Information Technology Branch (ITB) has begun a document control survey to collect information for standardizing data input into the Common-use Automated Registry System (CARS). CARS is phase one of The Records Information System (TRIS) and will involve networking together all automated registries for the rapid exchange of data between registries. The results of the survey also will be used in developing requirements for TRIS.

25X1

25X1

CONFIDENTIAL

~~SECRET~~

Downgrade to CONFIDENTIAL when
separated from background.

~~SECRET~~
CONFIDENTIAL

The Operations Section of ITB provided a memorandum for use by the Document Library Branch (DLB), Office of Central Reference, DDI, in requesting the return of overdue NATO secret material. The memorandum, signed by the Treaty Organization Control Officer (TOCO), states that overdue material must be returned to DLB immediately or a written report on the status of the material must be forwarded to the TOCO within ten working days. ☐

25X1

Regulations Control Division

25X1

Information and Privacy Division

A separate report is attached. ☐

25X1

Attachment:
As stated

25X1

EXO/OIS ☐ (1 Dec 1982)

25X1

Distribution:

Original & 2 - Addressee w/attachment

1 - C/CRD w/attachment + background

1 - C/IPD " "

1 - C/RMD " "

1 - C/RCD " "

☒ 1 - D/OIS Subject w/attachment + background

1 - D/OIS Chrono w/o

CONFIDENTIAL

~~SECRET~~